



County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 17, 2006

To: Department Heads

From: David E. Janssen
Chief Administrative Officer

POSTING OF BOARD CORRESPONDENCE

To further clarify the policy requiring Internet posting of Board correspondence, my office recently met with the Third District to discuss the District's concerns that communications of a substantive nature from lower-level department staff were not being posted, while minor matters like administrative housekeeping items were needlessly being included. As a result of those discussions, we formulated a new guideline to assist departments in determining what memos and letters should be included on the Board Correspondence website. Supervisor Yaroslavsky was the author of the motion requiring the posting of the correspondence and his office remains concerned that departments may not be fully complying with this directive.

We are hopeful the following guideline will be helpful to departments:

"Departments have been asked to post online and provide to the Public Information Office copies of all correspondence sent to three or more supervisors and correspondence dealing with substantive policy matters from department heads or their subordinates to three or more Board offices. Copies of the memoranda are to be provided to the Public Information Office (PIO) and posted on the Board Correspondence website immediately after delivery to Board offices. Correspondence covered under this policy would include, but is not limited to, such matters as potential agenda items, contracts, budget requests, regulatory matters, research reports initiated by or requested of departments, and County personnel changes. Correspondence that legally constitutes public documents, but that would not necessarily need to be posted online or provided to the PIO, might include relatively minor matters such as vacation schedules, department head excused absence notifications, routine press calls, Public Records Act requests and internal administrative housekeeping issues."

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Please note that this policy includes not only correspondence to Supervisors, but to Deputies from Department Heads and their subordinates. The intention of the policy is to ensure that all substantive memos, at whatever level they pass among three or more Board offices, are made available to the public, while allowing reasonable administrative discretion on non-substantive matters. Both agenda-related and non-agenda related correspondence are covered by this policy.

For your information, correspondence provided to the Public Information Office is put in a "pressroom" in Room 358 for viewing by the media.

If you have any questions about this policy, you or your staff may contact Judy Hammond of my office at jhammond@cao.lacounty.gov or (213) 974-1363.

DEJ:GK
JAH:mg

c: Each Supervisor